

Planning Director



Job Code: 2391
Grade: 138
Reports to: Director of Planning & Code Administration
Salary Range: \$79,783 - \$125,033
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Highly responsible professional position overseeing the Planning Division, performing technical and administrative work in directing the City's current and long-range planning programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification performs work under the administrative direction of the Director of Planning and Code Administration with wide latitude for independent judgment in making technical and procedural decisions with respect to the coordination, development and effectuation of the City's comprehensive plan. Duties involve working with various citizen committees and boards toward the objective of promoting understanding and effectuation of project proposals and development. Work is reviewed through conferences, reports and evaluation of results achieved. Supervision is exercised over professional and technical staff.

ESSENTIAL FUNCTIONS

Planning, directing, and supervising current and long-range planning activities, services, programs, and staff; formulating, coordinating, and implementing the comprehensive master plan, rezoning, special use permits, land development code amendments, site plan review process, and development of City planning policies; drafting ordinances; conducting research; preparing reports; writing grant applications; maintaining records and files; advising and providing staff support to various boards, commissions, committees, and elected officials.

EXAMPLES OF WORK

- Supervises and manages all activities and programs in the Planning Division, including planning, zoning, subdivision regulations, and zoning ordinance.
- Coordinates work with Department Director and other Department Directors.
- Coordinates the development, scheduling, and adoption of neighborhood plans.
- Coordinates the development, presentation, and adoption of the City's Master Plan.
- Performs capital facilities plans and fiscal impact studies; drafts planning related ordinances.
- Gathers, assimilates, interprets, and analyzes a variety of data and information pertaining to zoning.
- Prepares policy papers and reports for commissions, boards, committees, and elected officials.
- Coordinates the development of adequate transportation and community facilities plans.
- Provides urban design review and analysis for City projects.
- Prepares State and Federal grant applications; administers approved grants.
- Maintains demographic data; disseminates data to interested parties; provides data analysis as requested.
- Evaluates need for ordinance changes and provides research and support for provisions.
- Helps prepare ordinances necessary to implement plans, policies, etc.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of community development activities and zoning and their relation to urban planning; thorough knowledge of current literature and recent developments in the field of planning; excellent site plan review and architectural design skills; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; excellent speaking and writing skills; thorough knowledge of and ability to prepare budgets and provide fiscal analysis of proposals; ability to read and interpret blueprints; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish and maintain effective working relationships with local, regional, state, and federal officials, contractors, architects, land developers, associates, and the general public.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Master's Degree in Urban Studies, Urban and Regional Planning, or a related field. Five (5) to seven (7) years of progressively knowledgeable and responsible work in planning, zoning and community development functions, the majority of which shall have been acquired in a managerial capacity; or an equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires balancing, standing, fingering, and repetitive motions..
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly..
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound..
- Visual acuity is required for peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
